

Booking 365 Instructions

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How to start use/install system

Your MS Office 365 administrator should provide authorization for use of the booking system.

Administrator may simply use the following link:

https://login.microsoftonline.com/common/adminconsent?client_id=7ffed94c-1caa-408a-914c-cb0f4b605a4a&redirect_uri=https%3A%2F%2Fbooking365.work%2Fsubscription%2Fadmin-consent

Select "Consent on behalf of your organization" option in the opened form. After that, the system appears in your Azure Portal (<https://portal.azure.com/>) in section "Azure Active Directory > App registrations".

How to delete system

In section Azure Active Directory > App registrations of your Azure Portal (<https://portal.azure.com/>).

If the system is deleted your staff members shall not have the possibility to use it. Although, all bookings shall remain stored in personal calendars of staff members and in resource calendars. Data shall remain intact.

Make sure you also cancel your AppSource subscription (if exists), deleting the system from Azure Active Directory will not cancel your subscription payments.

How to provide staff member with access to system

After installation (see "How to start use/install system") all staff members shall obtain access to the system. It is possible to restrict access to a specific booking resources (meeting rooms, cars, tennis courts, etc.) - see "How to restrict access to resources".

How to add link to system in Outlook/Office 365 menu

See instructions on Microsoft web-site

<https://docs.microsoft.com/en-us/office365/admin/manage/customize-the-app-launcher?view=o365-worldwide#promote-the-tile-to-app-launcher>

How to add/delete resources (room, equipment, etc.)

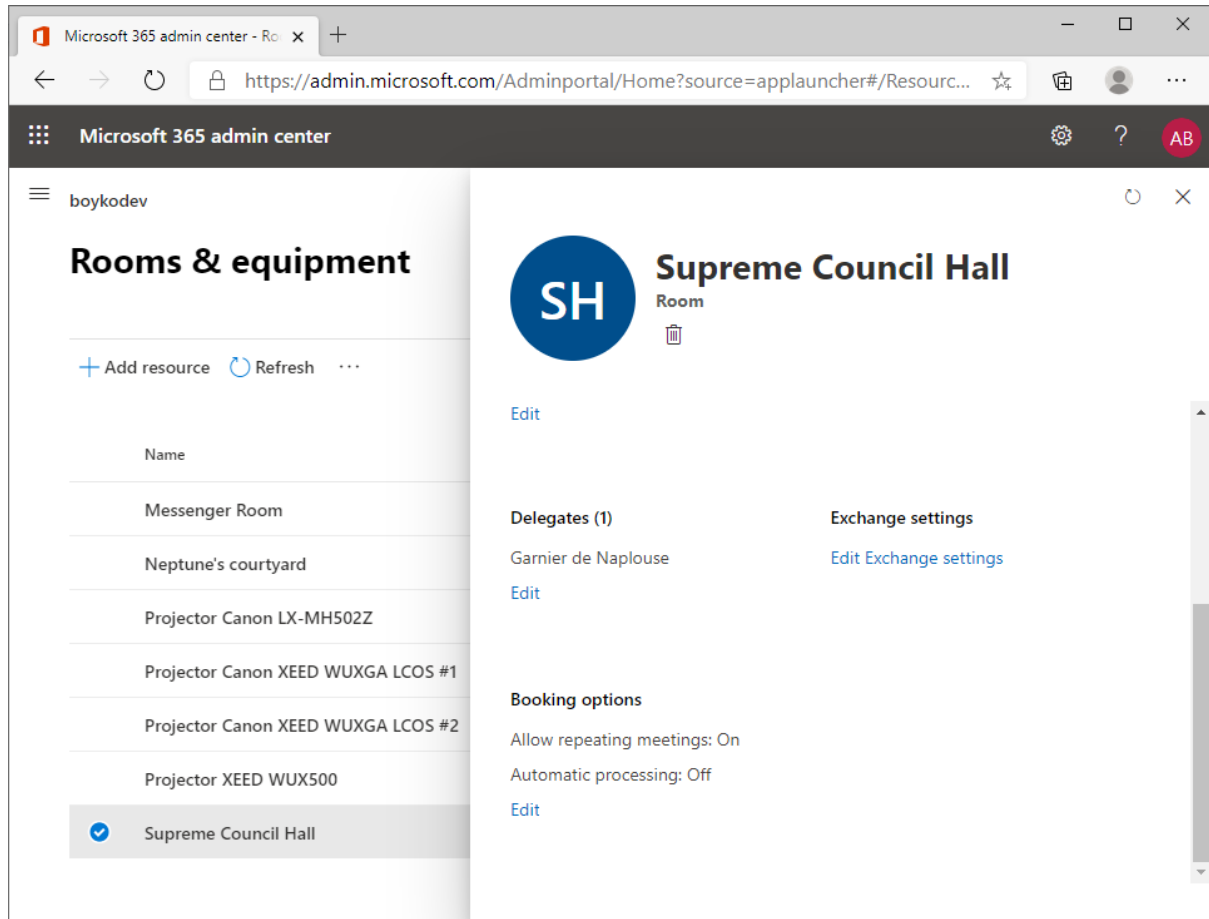
See instructions on Microsoft web-site

<https://docs.microsoft.com/en-us/office365/admin/manage/room-and-equipment-mailboxes?view=o365-worldwide#set-up-room-and-equipment-mailboxes>

<https://get.booking365.work>
contact@booking365.work

How to assign resource approving person (delegate)

Click on the corresponding resource in "Resources > Rooms & equipment" (<https://admin.microsoft.com/Adminportal/Home#/ResourceMailbox>) in MS Office 365 admin center. Add the approving person in the "Delegates" section of the opened form.



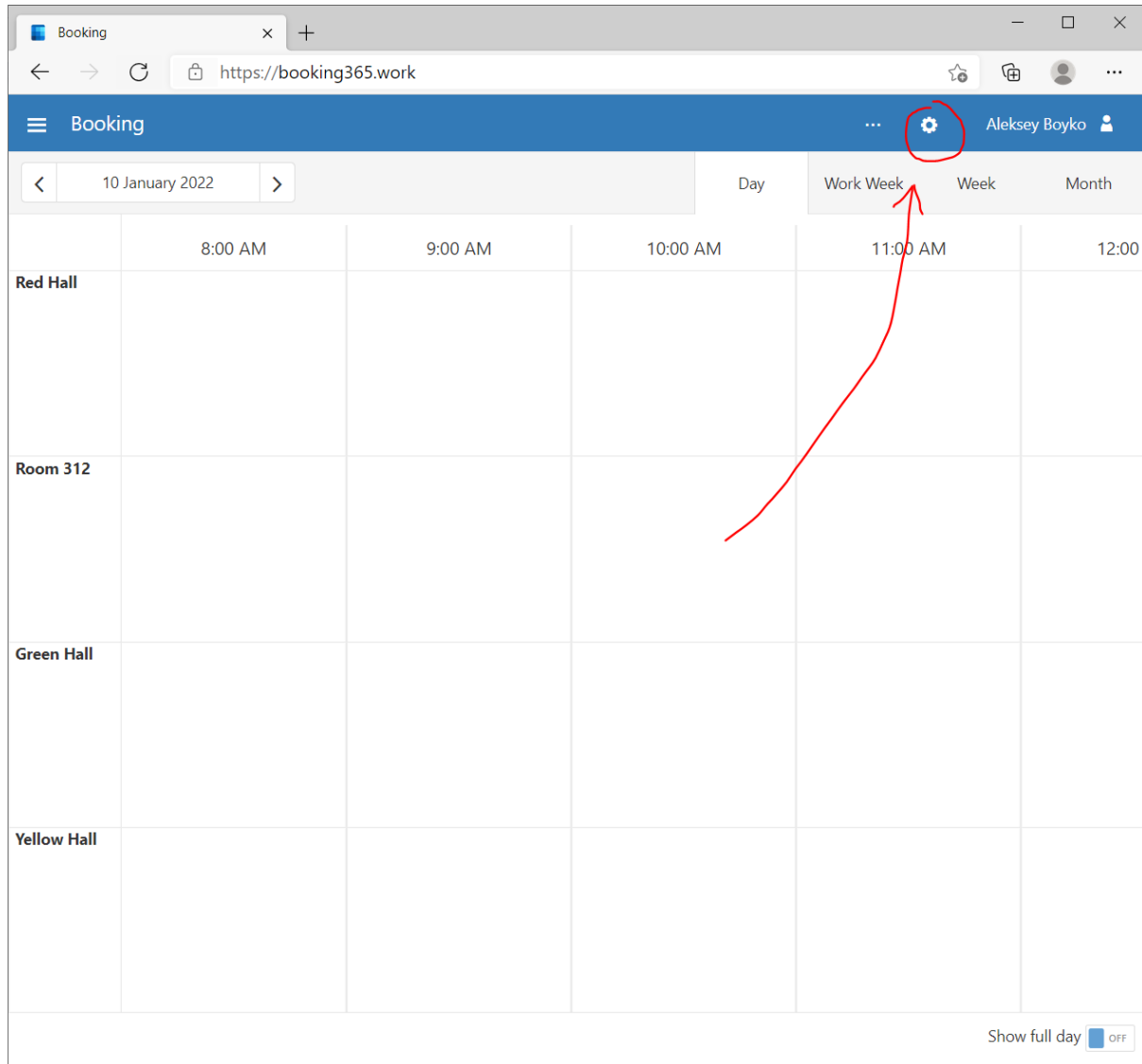
Sometimes Office 365 doesn't update resource permissions properly. So if delegates cannot approve/decline bookings try to set up "Automatic processing: Off", wait about 5 minutes. And, if you want, set up "Automatic processing: On" back. After 5 minutes check if delegates can approve/decline bookings.

How to open Booking 365 admin center

Open Booking 365 system with Office 365 admin account

<https://booking365.work/>

and click on the cogwheel icon in the top right corner.



How to allow delegates to edit other people's bookings

[Open Booking 365 admin center](#). On the "Settings" page set up "Allow resource delegates to edit events on behalf of the event organizer" checkbox.

How to customize notifications

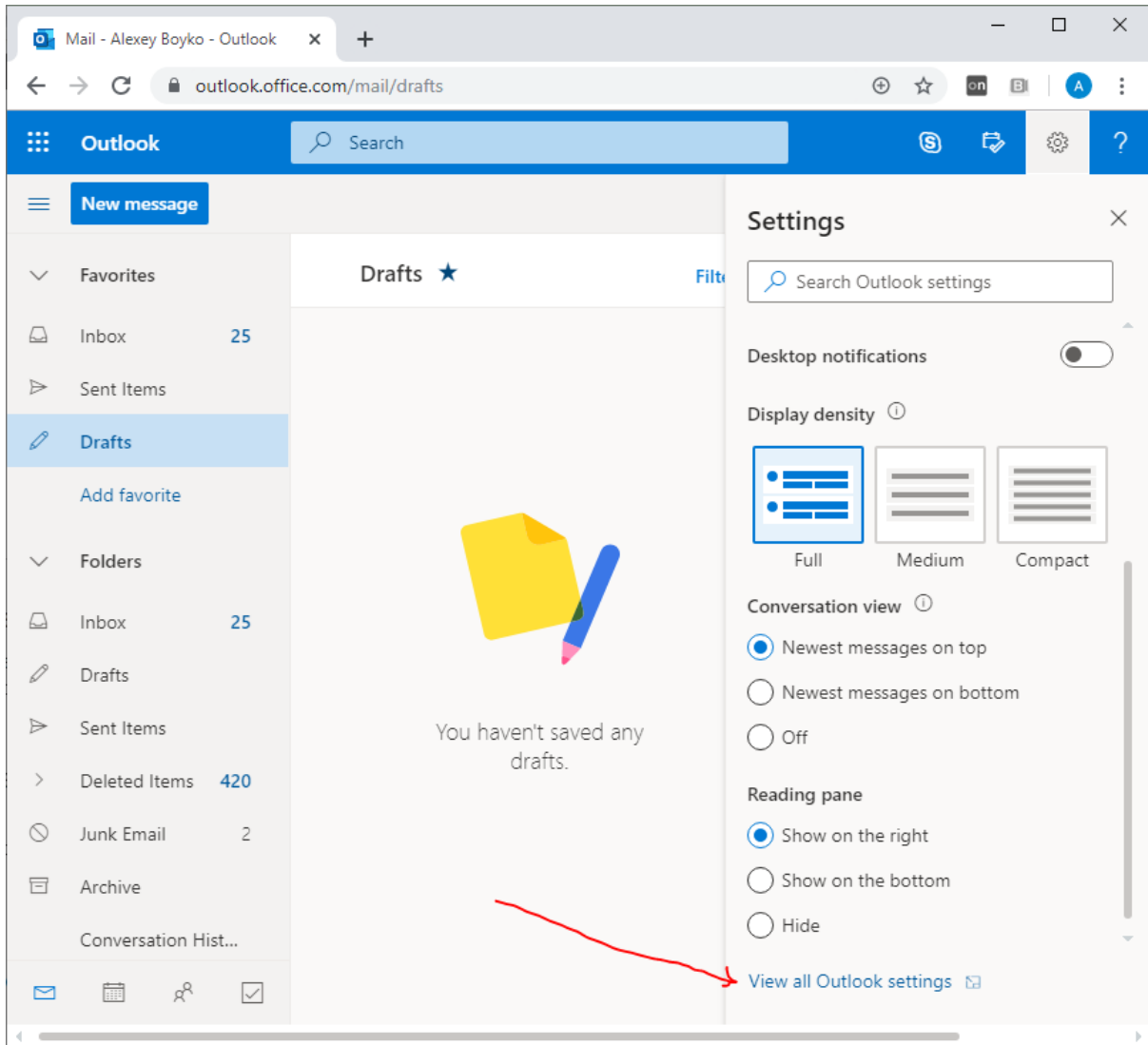
Special customization is not required. The author of booking shall receive notification on acceptance/denial. Approving persons shall receive notifications on the necessity to approve booking.

<https://get.booking365.work>

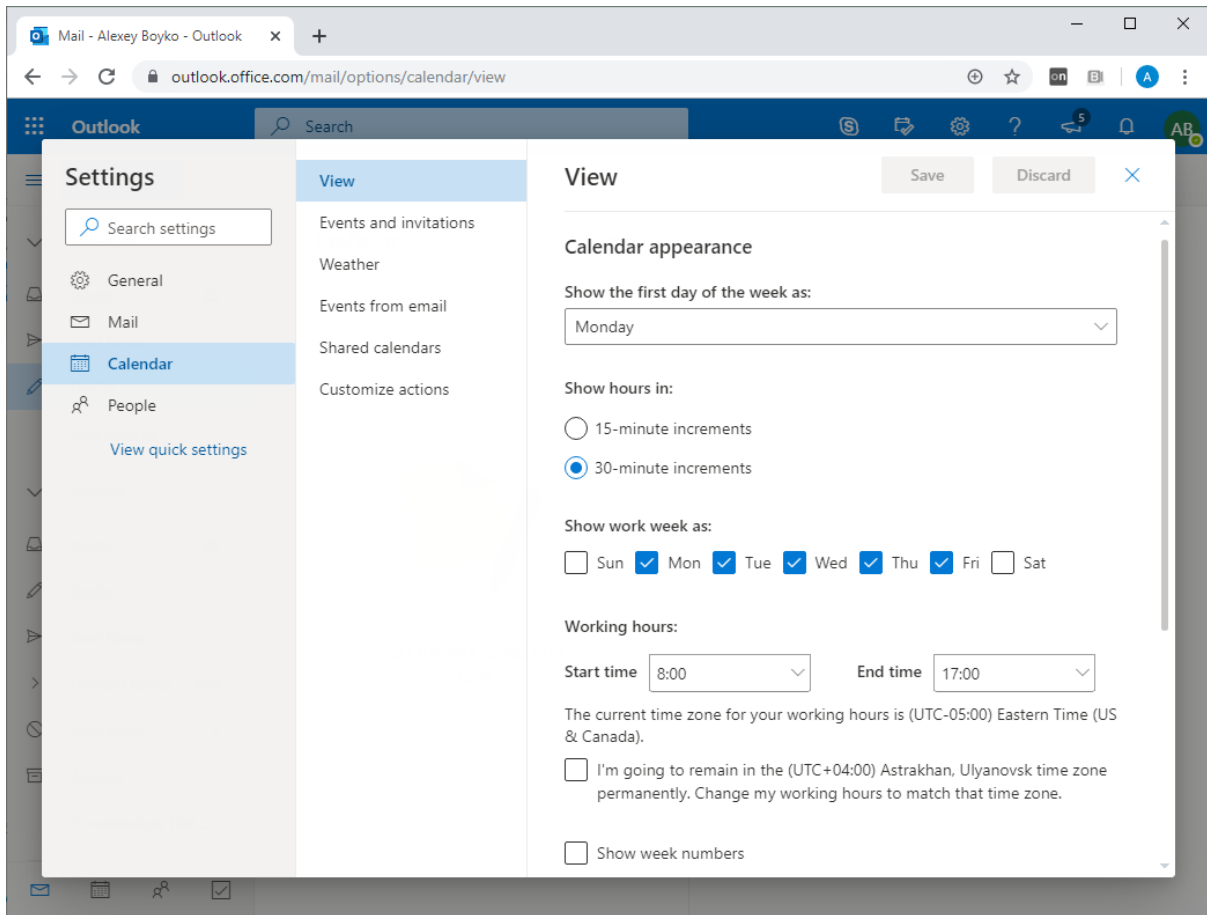
contact@booking365.work

How to customize working time

Working time is imported from MS Office 365 user's settings. Different staff members may have different working time. To customize working time just open MS Outlook settings.



Specify working time in Calendar menu.



How to select language

The system uses the language set up in accordance with MS Office 365 user's settings. Different users may have different interface languages. If the system does not use language selected by you, possibly, we were not able to add support of the corresponding language yet. In this case, please contact us and we'll add your language.

How to create custom booking forms and resource groups

[Use Booking 365 admin center](#) to set up custom booking forms and resource groups.

Note, main bookings data is stored in your Office 365. Custom booking forms data is stored on our servers. So you will be able to work with main bookings data even without access to the booking system using Outlook calendars.

System did not show equipment. System show only rooms

By default Booking 365 shows only rooms. To show equipment, create a resource group and add equipment and rooms you want.

Questions remain?

Please contact us using the following e-mail: contact@booking365.work.

Please, do not hesitate to ask us, we are pleased to help you.